Create/Change a Mailing Address

1. From the desktop, go up to Create>Provider Work>Maintenance>Mailing Address Address>select the appropriate provider. The Maintain Physical Address Page will open.

2. The first box is the Provider box. The Provider's name and Provider type will pre-fill.

3. The next box is the Previous Physical Address box. This box will pre-fill with the address that is currently in the system. If there is no address listed, the check was mailed to the physical address.

4. The third box is the Current Mailing Address box. The street address, city, zip code, and effective date are mandatory fields. The remainder fields are optional.

5. Click Save and Close.

- **NOTE: The Mailing Address is where the check will be sent. If there is no mailing address in eWiSACWIS, checks will be sent to the physical address.**